Vacancy Announcement

U.S. Mission: U.S. Embassy Havana

Announcement Number: 07/2020

Position Title: MASON

Opening Period: March 9, 2020- March 23, 2020

Series/Grade: LE Staff -04

Salary: Actual FS salary determined by Washington D.C.

For More Info: Human Resources Office
E-mail Address: Havana_jobs@state.gov

Who May Apply: All Interested Candidates

Security Clearance Required: Local Security Certification

Summary: The U.S. Mission in Havana is seeking eligible and qualified applicants for the position of MASON in the Facilities and Maintenance Office (FAC).

The work schedule for this position is:
• Full Time - 39 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time (one week) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The incumbent is responsible for the construction, casting and repairs or reinforced concrete of exterior and interior office and residential buildings.

Qualifications and Evaluations

EDUCATION: Completion of High school is required.

EXPERIENCE: At least two years as qualified apprentice/journeyman level experience in masonry is required.

JOB KNOWLEDGE: Good knowledge of masonry techniques, supplies and equipment.

LANGUAGE: Level II (Limited Knowledge) of sp/read English and Level III (Good Working Knowledge) of sp/read Spanish is required. (Test to be administered by the HR Office).
SKILLS AND ABILITIES: Must have the ability to follow directions and use and control of job-related equipment, techniques and supplies. Must posses a valid local driver’s license for a minimum of two years. Should be able to identify, propose and implement solutions to all problems pertaining to masonry issues.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

How to Apply: All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

For more information on how to apply, visit the Mission internet site https://cu.usembassy.gov/es/embassy-es/jobs-es/

To apply for this position, applicants should electronically submit the documents listed below.

Required Documents: Please provide the required documentation listed below with your application:

• DS -174

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Havana-Cuba.